



EMPLOYEE BULLETIN

EB No. 911

3 February 1982

CODE OF CONDUCT

The DDCI has requested that this bulletin be circulated to all employees concerning the standards of conduct they are expected to meet both during and after their Agency service.

1. Current and former CIA personnel are expected to maintain high standards of conduct consistent with the Agency's mission. There has long been a tradition of discipline and loyalty to the Agency that has guided the conduct of Agency personnel in the performance of their official duties and in their private lives. The Agency continues to rely heavily on this discipline and loyalty, not only during the period of employment but, of equal importance, after employment.

2. Certain types of activities are specifically prohibited by law or regulation. These various prohibitions and other standards of conduct which employees are required to observe are set forth in Agency regulations. This bulletin summarizes information contained in regulations and with which employees must be familiar and are required to review annually. Additional standards of ethical conduct are imposed on Agency employees by Executive Order 11222. This order, among other things, restricts the receipt of gifts, limits the use of insider information, bars the use of public office for private gain, and directs employees to avoid situations which might result in or create an "appearance of impropriety." Given the special position of trust in which employees are placed by virtue of their Agency service, employees are expected to honor this trust through their own integrity and conduct in all official actions. Because of this special position of trust, certain obligations also are contained in each employee's contract agreement to protect from unauthorized disclosure information that is classified, information concerning intelligence sources or methods, and other sensitive information the disclosure of which may adversely affect CIA or national security equities. The obligation to protect such information from unauthorized disclosure applies during an individual's employment or other service with the CIA and at all times thereafter. On occasion former employees and others may try to exploit their prior and current relationships with Agency personnel. The conferring of any preference or privilege upon former employees as a result of past or present relationships should be avoided, and Agency personnel constantly must be on guard to ensure that such relationships are not being misused. Once an employee has terminated his or her service, that person is not entitled to be treated any differently than other individuals conducting business with the Agency.

3. Besides the continuing obligations contained in a former employee's contract agreement, the Agency expects, and indeed depends on, continued adherence by former employees to the same high standards of conduct which governed them during their employment. This continuing duty is implicit in their seeking and accepting Agency employment. Certain postemployment activities are restricted by explicit provisions of law (18 U.S.C., Section 207). Beyond these requirements provided by law and contract, former CIA personnel also are expected to avoid any personal or professional activity which could harm or embarrass the Agency or the United States. In this regard, former Agency personnel may draw upon their prior training and experience in pursuing second careers or opportunities outside the Agency. An employee's former Agency status should not be traded upon to obtain preferential treatment for the employee or his or her private employer, or to otherwise create any appearance of sponsorship, endorsement, or approval by the Agency of such activities or transactions. This does a disservice not only to the individual involved but also to the Agency and its present employees.

4. Former Agency personnel also should avoid entering into financial transactions in reliance upon information, contracts, or relationships developed through and available only as a result of Agency employment. The use of such "insider information" for personal profit is an abuse of the position of trust which employees occupy, which abuse adversely affects the confidence of the public in the integrity of the Agency and its mission, brings discredit to the individual involved, and may involve a possible violation of law. Former employees also should carefully consider any proposed involvement with or provision of services to a foreign government, particularly any military, intelligence, or security service of such government. In this regard, various provisions of law apply to such business transactions and should be reviewed by the individual before engaging in the proposed activity. When former personnel have questions as to whether a proposed activity may fall within the Agency's concern, the Agency is prepared to provide guidance upon request. Former employees who are rehired by the Agency are subject to the above standards of conduct and are expected to fully comply with and familiarize themselves with this Code of Conduct.

DISTRIBUTION: ALL EMPLOYEES